

FUNCTIONAL REQUIREMENTS MATRIX

Functional Category: Financial - Inventory

Vendor Response Codes:

S = Standard Function ("Out-of-the-Box")

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Reference Number	Business Requirements	Vendor Response	Comments	Cost to Modify	Hours to Modify	Upgrade Impact
Inventory General Design						
IN 1.00	Inventory module is integrated with the system's General Ledger, Accounts Payable, Purchasing, and Project/Grant Accounting modules.					
IN 2.00	System has the ability to establish, maintain, adjust and delete inventory stock item records in real-time.					
IN 3.00	System has the ability to update stock item data and maintain all the specific data for:					
IN 3.01	- Returns					
IN 3.02	- Adjustments					
IN 3.03	- Transfers					
IN 3.04	- Receipts					
IN 3.05	- Requisitions					
IN 3.06	- Issuance of Inventory					
IN 3.07	- Recalls					
IN 3.08	- Disposals					
IN 4.00	System provides security of data by limiting access through user-specific fields such as department number, warehouse number and account code.					
IN 5.00	System provides consignment-inventory functionality.					
IN 6.00	System supports the use of bar-coding technology. For example:					
IN 6.01	- Provide a pre-defined interface to accept and interpret bar-coded data from receiving documents, cycle counts, and shipments.					
IN 6.02	- Ability to recognize SKU and multiple commodity codes via bar-code technology					
IN 6.03	- Ability to capture product information during inventory picking					
IN 6.04	- Ability to capture product information when performing cycle counts					
IN 7.00	System maintains an audit trail of all automatic processes.					
IN 8.00	System allows inventory to be classified by purchasing commodity number.					
IN 9.00	System can accommodate standard commodity codes and groupings (e.g., NIGP, UNSPC, etc.).					

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IN 10.00	System provides the ability to record status of items (e.g., spoilage, cancellation, etc.).					
IN 11.00	System provides the ability to indicate items approved for use as substitutes for the original item.					
IN 12.00	System can be configured so that default values for transactions can be inferred from transaction type, certain data entered, etc.					
IN 13.00	System keeps usage statistics on inventory items.					
IN 14.00	System provides forecasting functionality for use in analyzing item usage and projecting future use.					
IN 15.00	System maintains a table of master descriptions to ensure common descriptions are used throughout the procurement and inventory process.					
IN 16.00	System provides excess or non-moving inventory and obsolete item analysis and reporting					
IN 17.00	System provides the ability to create and route electronic forms for electronic approval (e.g., approval notification and reporting for write-off of damaged, non-moving, or obsolete inventory).					
IN 18.00	System provides an extensive item master and item history capable of managing materials items and cataloged services including multiple numbering nomenclature schemes (NIGP, UPC, SKU) for items and services via bar code.					
IN 19.00	System can track expiration/spoil date by specific stock items					
IN 20.00	System can attach a manufacturer's part number, manufacturer name, and an internal part number to each item.					
IN 21.00	System can maintain a history of part number if the manufacturer's part number changes.					
IN 22.00	System can track and produce a hard copy stock tag.					
IN 23.00	System can accommodate items with zero dollar value and/or zero quantity.					
IN 24.00	System provides a variable length field to contain requirements for maintaining or servicing an item.					
IN 25.00	System allows for electronic approval for receipts, issues, and other related inventory functions.					

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IN 26.00	System provides quantity unit of measure conversions (conversion formula to calculate number of units from number of order quantities, e.g., 4 boxes = 48 units, conversion of pounds of 12 gauge insulated copper wire into feet of wire, etc.).					
IN 27.00	System has the ability to cross-reference and track an internal part number with a manufacturer's part number or distributor's part number.					
IN 28.00	System has the ability to automatically carry an item code forward from an electronic catalog to a transaction being initiated by a user.					
IN 29.00	System provides a variable-length, free-form character field available for describing special handling requirements, including but not limited to: hazardous material classification, storage requirements, special clothing requirements, special instructions for handling and disposal, spill response, and notification requirements.					
IN 30.00	System has the ability to retain detailed receipt history for all items.					
IN 31.00	System must be table-driven (i.e., configurable and no hard-coded rules).					
IN 32.00	System provides the ability to assign a reason code and to provide comments for stock adjustments.					
INVENTORY ACCOUNTING/MANAGEMENT						
IN 33.00	System supports General Ledger accounting for inventory by "purchase" method.					
IN 34.00	System supports General Ledger accounting for inventory on the "consumption" method.					
IN 35.00	System automatically reverses accounting and inventory transactions when an order is cancelled and goods have not been received.					
IN 36.00	System provides the ability to assign user-defined expenditure accounts, by default, to transactions based on commodity code, account code, and transaction type (with override capability only with appropriate security).					
IN 37.00	System provides for inventory control accounts (or central stock accounts) as defined by users.					
IN 38.00	System provides a multi-level location structure, to include:					
IN 38.01	- Warehouse (for example - central supply)					

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IN 38.02	- Storage Area (for example - 2nd floor NW quadrant)					
IN 38.03	- Aisle					
IN 38.04	- Bin					
IN 38.05	- Shelf					
IN 38.06	- Rack					
IN 38.07	- Cart					
IN 38.08	- Required environmental conditions for the specific location					
IN 38.09	-Other fields as defined by users.					
IN 39.00	System allows transfers of stock items from project to project, between cost centers, among divisions, and among warehouses with corresponding addition and depletion figures, with the proper authorization/approval.					
IN 40.00	System provides the ability to allocate purchases and stock to various divisions, warehouses, section of warehouse, cost center, etc. (i.e., drop shipping).					
IN 41.00	System provides the ability to maintain an unlimited number of separate storerooms for each individual organization.					
IN 42.00	System provides primary and multiple secondary locations of stocked items.					
IN 43.00	System can indicate stock on hand by each location or multiple locations.					
IN 44.00	System provides the ability to perform lot expiration tracking.					
IN 45.00	System provides the ability to define default warehouse views for users (i.e., users are restricted to using certain warehouses based on region, etc.)					
IN 46.00	System allows users to specify a mark-up or overhead cost for each individual commodity code or item.					
IN 47.00	System provides the following inventory costing methods: actual cost, moving average, LIFO, FIFO and replacement.					
IN 48.00	System provides user-defined costing methods.					
IN 49.00	System provides the ability to automatically adjust item costs in the inventory system based upon adjustments made in accounts payable system.					

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IN 50.00	System provides the ability to calculate and store the average cost of an item held in inventory.					
IN 51.00	System provides the ability to assign Activity Based Cost (Decision Support System) category codes to items.					
IN 52.00	System provides the ability to identify Activity Based Cost (Decision Support System) categories for new items or items with no usage.					
	GOODS RECEIPT					
IN 53.00	System provides for receipt, partial or complete, by line item as well as the entire purchase order.					
IN 54.00	System has ability to have multiple receipts against each line item.					
IN 55.00	System has ability to easily close out an item not completely received. (With appropriate authority)					
IN 56.00	System has the ability to receive over-shipments with the over-shipment amount subject to a user-defined tolerance setting (e.g., a percentage or/and or dollar amount) and subject to user-defined approvals.					
IN 57.00	Returns to vendor can be automatically generated for items that do not pass inspection					
IN 58.00	System provides the ability to reverse a receipt entry with appropriate authority.					
IN 59.00	System populates the receiving information with appropriate data (to reduce data entry) after the receiver references the purchase order					
IN 60.00	System updates open purchase order status and balances at time of receipt into inventory.					
IN 61.00	System updates inventory on-hand and on-order when items are received for inventory items.					
IN 62.00	Ability to capture the manufacturer's stock item description or distributor's number for each detail line on the receiver documents.					
IN 63.00	System has the ability to do an edit check for receipt transactions against purchase order, location and unit of measure.					
	STOCK ISSUANCE / RETURN TO STOCK / BACKORDER					
IN 64.00	System can create pick tickets automatically, based on electronic supply requisitions.					
IN 65.00	System provides the ability to generate pick tickets at prescheduled times.					

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IN 66.00	System has the ability to bundle items into "carts". A cart consists of items which are always ordered together. Each cart is assigned a tracking number.					
IN 67.00	System provides the ability to place a cap on the quantity and dollar amount of an item that can be issued to a requestor during a specified time period.					
IN 68.00	System prints a "ship to" address on pick tickets from requisition information.					
IN 69.00	System provides the ability to issue items at a certain cost and credit the item back (if returned) at the issue cost. This feature should be the default regardless of inventory costing method used (i.e., average cost, LIFO, FIFO, etc.)					
IN 70.00	System provides the ability to issue items for checkout to locations internal to the warehouse such as a module or floor location.					
IN 71.00	System provides the ability to track and differentiate between warehouse order quantities (i.e. case) and inventory issue quantities (i.e. box, when there are 12 boxes in a case).					
IN 72.00	System differentiates between supply items and logistic items. (Cost of logistic items issued to organizational units are not charged to units. Logistics costs remain centralized but must be tracked to units.) An example of this would be street barricades in which the barricades are lent out and their issue location is tracked, but their costs remain centralized.					
IN 73.00	System retains requisition information as to what is ordered from warehouses by organizational unit.					
IN 74.00	System can process emergency issues (i.e., deduct anything shipped from on-hand stock immediately and print a receipt for shipment to the requestor).					
IN 75.00	System provides the ability to compare stock items received to open requests for stock items to determine which requests (i.e., backorders) may be filled.					
IN 76.00	System provides back-order information on-line.					
IN 77.00	System can maintain the number of times orders are placed on back-order					

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IN 78.00	System provides a comment field attached to back-order information.					
IN 79.00	System provides the ability to record anticipated delivery date for back-ordered items and notify users when delivery date is imminent.					
IN 80.00	System provides back-order history.					
IN 81.00	System provides back-order processing with manual or automatic release or cancellation.					
IN 82.00	System provides back-order processing with manual or automatic release or cancellations, and notification sent to requestor.					
IN 83.00	System has the ability to produce a "put" (return-to-stock) ticket which will contain a sequential reference number.					
	REORDERING					
IN 84.00	System has an automatic reorder process for stock items including electronic request and approval.					
IN 85.00	System tracks item usage and generates reorders automatically based on item usage and/or defined ordering schedules.					
IN 86.00	System provides the ability to define, by item, the variables used in determining reorder points and reorder quantities.					
IN 87.00	System should provide the ability to generate requisitions for specific commodities or items by user-defined stock amounts.					
IN 88.00	System provides reorder-point calculation.					
IN 89.00	Reordering process takes into account on-hand and on-order amounts along with receipts.					
IN 90.00	System provides the ability to generate an online list of commodities to reorder and be able to select items from this list to process into one of the following documents:					
IN 90.01	- Requisition					
IN 90.02	- Blanket Purchase Order Releases					
IN 90.03	- Direct Purchase Orders					
IN 91.00	System provides for manual overrides of reorder points and reorder quantities.					
IN 92.00	System provides the ability to automatically update inventory on-order information at the time that a requisition is created					

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IN 93.00	System should provide the ability to automatically notify the entity responsible for the item and the entity that paid for the item at a variable number of days before the item or lot will expire.					
IN 94.00	System allows each warehouse location to automatically generate a reorder either to procurement or the central warehouse on item-by-item basis					
	TRANSACTION PROCESSING					
IN 95.00	System supports the processing of the following inventory transactions:					
IN 95.01	- Stock purchases					
IN 95.02	- Stock receipts					
IN 95.03	- Inventory issues					
IN 95.04	- Inventory returns to stock					
IN 95.05	- Inventory returns to supplier					
IN 95.06	- Inventory transfers (no cost transferred)					
IN 95.07	- Redirect orders to other warehouses					
IN 95.08	- Material reservations					
IN 95.09	- Inventory adjustments					
IN 95.10	- Inventory disposals (bid, sales, surplus, scrap)					
IN 96.00	Ability to reverse, cancel, or reject any stock requisition.					
IN 97.00	Ability to enter transactions online at multiple sites.					
IN 98.00	System provides on-line inventory adjustment capabilities with proper approval levels.					
IN 99.00	System automatically updates inventory balances and order status at the time of transaction entry.					
IN 100.00	System provides the ability to adjust the following balances online for all types of inventory transactions, with proper approvals: number of units, unit cost and inventory dollar balance.					
IN 101.00	System maintains an audit trail for inventory transactions including: user id, facility, item number, quantity, unit of measure, location, transaction type, date, time and document numbers.					
IN 102.00	System provides the ability to automatically update inventory on-order information at the time a purchase order is released.					
IN 103.00	System provides the ability to automatically update allocated inventory when stock request is received.					

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IN 104.00	System provides the ability to issue an item and identify it to a specific grant, program, project, contract, fund, etc.					
IN 105.00	System provides the ability to generate an online notification any time a transaction reduces inventory on hand to a point at or below the minimum reorder point and/or safety stock level or would create a backorder situation.					
	CYCLE COUNTING					
IN 106.00	System provides automatic cycle count scheduling.					
IN 107.00	Ability to select and sequence physical inventory and cycle count documents.					
IN 108.00	System provides cycle counts by items not counted.					
IN 109.00	System has ability to do cycle counting on demand by item, group, class.					
IN 110.00	System has the ability to generate random item numbers for performing random cycle counts.					
IN 111.00	System provides the ability to enter cycle count data online with proper security and approvals.					
IN 112.00	System provides the ability to separate the inventory count and reconciliation process to prevent the same user from counting and reconciling inventory.					
IN 113.00	System provides the ability to "freeze" the perpetual balances of an item at the time the item is selected for cycle counting or physical inventory.					
IN 114.00	System provides the ability to calculate deviation between "frozen" and counted quantities.					
IN 115.00	System provides the ability to make appropriate adjusting entries for deviations between "frozen" inventory and counted quantities.					
IN 116.00	System provides the ability to enter physical count data from count sheets and compare the physical count amounts to the quantity on hand, and calculate variances based on security clearance to view online counts.					
IN 117.00	System provides the ability to create physical inventory reports, including the following:					
IN 117.01	- Exception report of quantity variances					
IN 117.02	- Inventory value with value variance					

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IN 118.00	System automatically calculates the next cycle count date for each commodity based on user defined cycles.					
IN 119.00	System provides the ability to generate a book-to-physical adjustment transaction once cycle, period-end and year-end physical inventory counts are determined.					
IN 120.00	System provides the ability to generate and print cycle count worksheets including: item number, manufacturer's number, distributor's number, description, location and unit of measure.					
IN 121.00	System provides the ability to perform the physical count and reconciliation process on demand.					
IN 122.00	System provides a mechanism to match physical stock to on-hand figures.					
	REPORTING & QUERYING					
IN 123.00	System provides the ability to generate reports by total stock and stock available at each division, warehouse, etc.					
IN 124.00	System provides the ability to generate and store ad hoc reporting on all information regarding inventory.					
IN 125.00	System can generate a report of inventory items (including item number and item family/class), both active and inactive by date.					
IN 126.00	System provides the ability to report dollar value of inventory and stock-on-hand by site and in total as of a particular date.					
IN 127.00	System provides the ability to print/display all reports on printer/screen.					
IN 128.00	System is able to export data to popular office application such as Microsoft Excel and Access.					
IN 129.00	System can produce a paper catalog of items kept in inventory.					
IN 130.00	System can maintain a readily accessible listing of all open purchase orders, with the ability to view on-line all purchase orders and purchase order status (with appropriate security).					
IN 131.00	System can show all orders open or closed with quantity ordered and quantity received with their respective date received and quantity due.					
IN 132.00	System should provide the ability to view open orders by:					
IN 132.01	- Delivery point					
IN 132.02	- Shipping point					
IN 132.03	- Stock location					

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IN 132.04	- Purchase Order Number					
IN 132.05	- Due Date/Estimated Delivery Date/Vendor Promise Date					
IN 132.06	- Ordering entity					
IN 132.07	- Paying entity					
IN 132.08	- Commodity					